

VHA MEMORANDUM  
NO. 10-94-001

ACQUIRING RENTAL CONFERENCE SPACE

1. PURPOSE: This Veterans Health Administration (VHA) Memorandum is issued to establish procedures for acquiring rental conference facilities in private hotels and motels. It replaces Memorandum 10-91-015.

2. POLICY

a. The rental of space for VA sponsored symposia and training sessions may be unwarranted when other alternatives are available at no expense or reduced expense to the government.

b. The geographical location for a VA conference should be selected, based on minimum overall travel costs for all government participants.

3. ACTION: Acquiring Rental Space for VA - Sponsored Symposia and Training Sessions.

a. Obtaining Rental Space for Conferences

(1) The following criteria for the selection of an appropriate facility must be addressed in a memorandum before rental space can be obtained.

(a) A thorough effort must be made to schedule conferences and training sessions so that the conference facilities of VA installations in the city where the conference is held may be used.

(b) Efforts will be made to schedule conferences, where government space is not available, through hotels and motels which offer free conference facilities in exchange for a stipulated number of lodging reservations for participants. Surcharges per lodging or increased room rates, to offset the cost of the conference room, shall be considered payment for such space.

(c) If none of the above is practical, rental conference space will be obtained. Proposals to rent conference space costing over \$2,500 must be justified with complete documentation and quotes from three different hotels or motels. This should include cost, contact person and phone number, which will be maintained in the purchase order file.

(d) Necessary information to process the request will include the date, time, number of participants, name of conference room (if known), and any special seating arrangements.

(e) All special needs, if any, for audio visual services, etc. must be so stated in the request. Should the vendor be other than the hotel or motel for these services, it should also be noted.

(f) The costs of coffee, refreshments, meals, lodging, tips and other supplies and services not directly related to the presentations within the conference space are not allowable.

(g) The conference coordinator of the requesting office will continue to be responsible for individual room reservations, including any cancellations.

b. All Central Office VHA elements should send their completed memorandums to Office Administration Staff (163D) for action. If CORE PIT funds are to be used, the memorandum must be routed through (144) the AsCMD for Academic Affairs for concurrence.

4. REFERENCE: VA Acquisition Regulations, Paragraph 870.113, Paid Use of Conference Facilities.

5. FOLLOW-UP RESPONSIBILITY: Office Administration Staff (163D).

6. RESCISSIONS: Memorandum 10-91-015 is rescinded. This VHA Memorandum will expire February 10, 1997.

Signed 2/8/94

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Acting Under Secretary for Health

Attachments

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